

MINN Volunteer Manager: Job Description

Summary

The Minnesota International NGO Network (MINN) is seeking a part-time Volunteer Manager to ensure effective recruitment, onboarding, and management of volunteers. MINN volunteers provide support for MINN programs throughout the year, and staff the annual day-long MINN Summit event. This position is compensated through a fixed price contract of \$300.00 per month and is intended to average 18-22 hours per month.

Founded in the spring of 2005, the Minnesota International NGO Network (MINN) serves to connect international humanitarian and development practitioners and supporters based in Minnesota through education, networking, and information resources. Whether one is new to the world of international nongovernmental organizations (NGOs) or a seasoned veteran, MINN is the forum to connect with colleagues and stay up-to-date with the work NGOs based in Minnesota are doing around the world.

About the Job

- The primary role of the Volunteer Manager is to work with the MINN Summit and Program Committee Co-Chairs by recruiting, onboarding, and managing communication with potential volunteers and onboarding new volunteers.
- The Volunteer Manager will also assist with other business needs identified by the MINN Board of Directors and will work closely with the President and Vice President of the Board of Directors.
- The Volunteer Manager is a leadership position within MINN and provides a great opportunity to make a difference for a volunteer-run organization.
- The position reports to the Board President and works closely with the Volunteer Committee Co-Chairs.

Required Qualifications

- Proven ability to work independently, show attention to detail, and assume responsibility for multiple tasks.
- Strong interpersonal skills, both verbal and written.
- A one-year commitment.

Preferred Qualifications

- Prior experience coordinating volunteers for a nonprofit, for-profit, or governmental agency.
- Prior experience with MINN, either through attending events or through volunteering.
- Prior experience working with Salesforce database

Responsibilities

Recruit and communicate with potential volunteers (40%)

- Monitor responses to the volunteer web form and reply to interested volunteers.

- Communicate with potential volunteers about the specific volunteer prerequisites (to attend at least one MINN event, to read the volunteer manual, and to understand the expectations of their role).
- Determine the strengths and interests of potential volunteers and meet with them to outline available roles.
- Promote MINN volunteer opportunities on other websites and at community events that relate to volunteerism in Minnesota.

Onboard volunteers (10%)

- Agree on a role for each volunteer that matches interests, needs, availability, and acknowledges the required time commitment outlined in the volunteer manual.
- Distribute and collect a signed volunteer agreement from all new volunteers.

Ensure that volunteer roles within the Summit and Program Committees are filled (30%)

- Maintain a master list of volunteer roles that need to be filled for each Committee, communicate with the Committee Chair as needed to keep the roles updated, and update the list and the Chair when a role has been filled.
- After onboarding, facilitate the introduction of the volunteer to the Committee Chair who will be their point person and who will give them details about the next meeting time/location.
- Communicate changes in committee members to Communications Manager.

Update and manage the database of MINN volunteers (10%)

- Maintain a list of active and non-active volunteers and contact information in SalesForce.
- Communicate with the MINN Board about volunteer coordination and suggested updates to procedures.

Coordinate volunteer recognition activities (10%)

- Collaborate with the MINN Board Volunteer Working Group on planning the annual recognition event and periodic efforts towards volunteer recognition throughout the year.

Benefits

- Ability to make own schedule.
- Access to a working Board, with opportunities to attend meetings and network.
- Opportunity to participate in the planning and execution of MINN events.
- One free year of MINN membership.
- Free admission to select MINN events.

How to Apply

Please submit a cover letter and resume with subject line "Volunteer Manager" to minnesotangos@gmail.com. Applications are due by March 15, 2019, with an anticipated start date of April 15, 2019.